

## How to use this online guide



Page back or page forward.



Undoes a change of page or view, or redoes a change (Go Back/Go Forward).



Go back to the GAP Final Report.



Go to the how-to page (this page).



Go to the “parent” of the current topic.

**text**

Go to the indicated topic.



Go to the next page of a continued topic.



End of a continued topic.

For instructions on printing this guide, go to the next page.



## How to print this online guide

You can print separate topics or the entire guide. Since the pages of the guide have been made small for online viewing, Windows and Macintosh users may prefer to print them two to a page of paper—"two up."

### **To print pages two up:**

**1** Choose File > Print Setup (Windows) or File > Page Setup (Macintosh).

**2** Follow the instructions for your platform:

- In Windows, click Options, select 2 up on the Paper tab, click OK to return to the Print Setup dialog box, and click OK again to close it. ➤

- On a Macintosh, choose 2 Up from the Layout menu and click OK.

**Note:** *If you can't perform step 2, you may not be using an Adobe or PostScript printer driver. If you are and you still can't perform the step, install the Adobe printer driver on the Acrobat CD-ROM. See the Acrobat Getting Started guide for installation instructions.*

**3** Choose File > Print.

**4** Indicate the page range.

Click OK (Windows) or Print (Macintosh). ■



## Tools, commands, and shortcuts

Exchange window

Toolbar

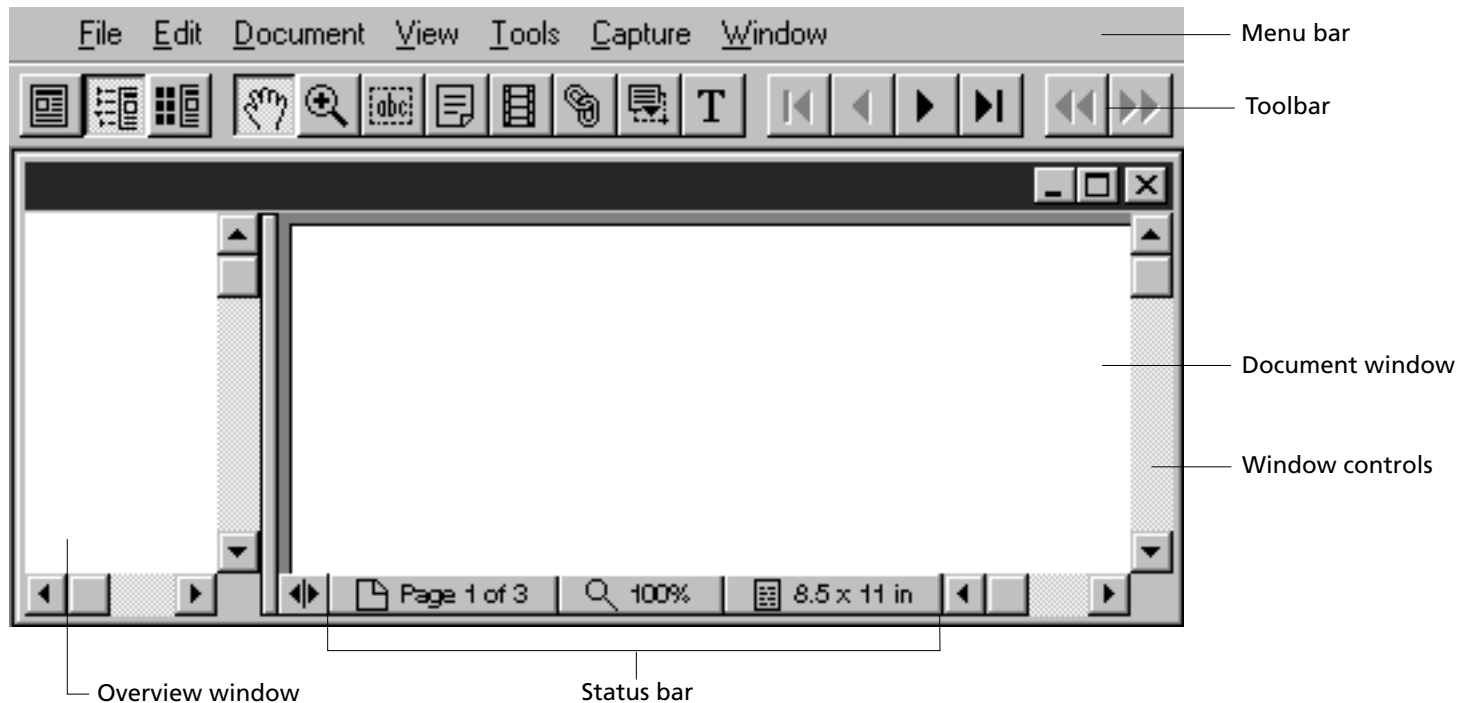
Status bar

Paging shortcuts (Windows and UNIX)

Paging shortcuts (Macintosh)



## Exchange window





## Toolbar



Page



Bookmarks & page



Thumbnails & page



Hand



Zoom-in



First page



Previous page



Next page



Last page



Go back



Go forward



Find



Web browser



100% zoom



Fit page in  
window

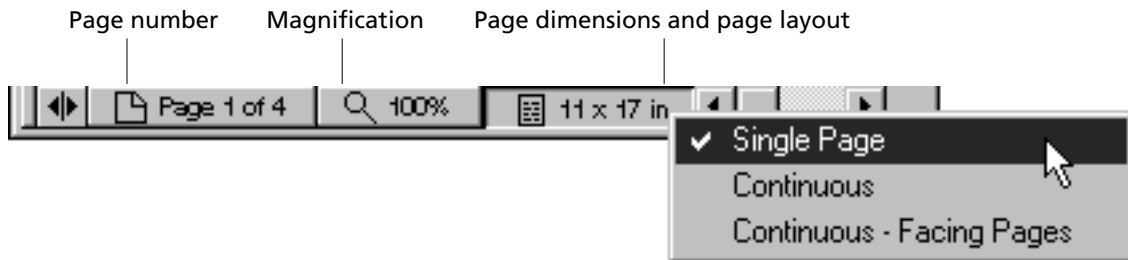


Fit page width  
inside window

To hide or show the toolbar, choose Window > Hide Toolbar  
or  
Window > Show Toolbar.



## Status bar





## Paging shortcuts (Windows and UNIX)

### Result

### Action

Scrolls page to the right

Right Arrow + Shift

Scrolls page to the left

Left Arrow + Shift

Scrolls page up

Up Arrow + Shift

Scrolls page down

Down Arrow + Shift

Go to first page

Ctrl + 1

Go to previous page

Ctrl + 2

Go to next page

Ctrl + 3

Go to last page

Ctrl + 4

Go to last page

End key

Exit Full Screen mode

Escape key





## Paging shortcuts (Macintosh)



Result	Action
Scrolls page to the right	Right Arrow + Shift
Scrolls page to the left	Left Arrow + Shift
Scrolls page up	Up Arrow + Shift
Scrolls page down	Down Arrow + Shift
Go to first page	⌘ + 1
Go to previous page	⌘ + 2
Go to next page	⌘ + 3
Go to last page	⌘ + 4
Go to last page	End key
Exit Full Screen mode	Escape key
Exit Full Screen mode	⌘ + (period)



## Magnifying the page view

You can use the zoom tool, the magnification box in the status bar, or the Actual Size, Fit Page, and Fit Width toolbar buttons to change the screen magnification. The maximum magnification level is 800%. The minimum magnification level is 12%. If you zoom in on a large document, use the **hand tool** to move the page around on-screen.

Acrobat viewers also offer magnification level choices that are not related to a specific percentage, but to the look of the page on screen:

- **Fit Page**  scales the page to fit within the main window.
- **Fit Width**  scales the page to fit the width of the main window.
- **Fit Visible** fills the window with the page's imaged area only (text and graphics). ➤





When you select any of the Fit options, the magnification level resulting from the selection is displayed in the status bar.

The Fit options, Fit Page, Fit Width, and Fit Visible are in a *sticky* state, which means they don't change as you page through a document unless you change the zoom level.

### **To increase magnification:**



Choose one of the following:


- Select the zoom tool  on the document page to double the current magnification.
- Select the zoom tool  and drag to draw a rectangle, called a *marquee*, around the area you want to magnify.
- Click the magnification box in the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK. ➤



## To decrease magnification:

Choose one of the following:

- Select the zoom tool  while holding down the Ctrl (Windows and UNIX) or Option (Macintosh) and click at the center of the area you want to reduce.
- Select the zoom tool  while holding down the Ctrl (Windows and UNIX) or Option (Macintosh), and drag to draw a rectangle, called a *marquee*, around the area you want to reduce.
- Click the magnification box in the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.

**Note:** *If viewing a PDF document in a Web browser window, use the zoom out tool  to decrease magnification. ■*



## Working with large page sizes

If you need to magnify a page to a size larger than the viewer window to read it, you can use the hand tool to move the page around so that you can view all the areas on it. Moving a PDF document around with the hand tool is like moving a piece of paper around on a desk with your hand.




## Choosing a Web browser for Weblinks

When you click a Weblink in a PDF document, the default browser opens for you to view the linked document. Before this happens, however, you have to identify the default browser to the Acrobat viewer. You can also choose to show or hide the Web browser button and link information and status.

### **To change preferences:**

- 1** Choose File > Preferences > Weblink.
- 2** Choose from the following options:
  - Choose an option from the Link Information menu to determine whether a viewer displays a URL in the status bar always, never, or only when the Ctrl (Windows and UNIX) or Option (Macintosh) key is pressed at a time when the pointer is over a Weblink. ➤



- Select Show Toolbar Button to show the Web Browser button  in the toolbar. You can open your Web browser from an Acrobat viewer by clicking the button.
  - Select Show Progress Dialog to display status information such as how much data is being downloaded after a Weblink is activated.
  - To select a Web browser, click Browse (Windows and UNIX) or Select (Macintosh), locate your browser, and click Open.
  - Choose the connection type that matches your browser. If your browser is not listed, choose the Standard connection type.
- 3** Click OK to save your preferences. ■



## Navigating pages

Paging through a document

Browsing with bookmarks

Following links

Retracing your steps

Finding Words






## Paging through a document

The Acrobat Exchange program provides a number of ways to page through a document.



### **To go to the next page:**

Choose one of the following:

- Click the Next Page button  in the toolbar.
- Press the Right or Down Arrow.
- Choose View > Next Page.

### **To return to the previous page:**


Choose one of the following:

- Click the Previous Page button  in the toolbar.
- Press the Left or Up Arrow.
- Choose View > Previous Page. 




### **To go to the first page:**

Choose one of the following:

- Click the First Page button  in the toolbar.
- Press the Home key.
- Choose View > First Page.

### **To go to the last page:**

Choose one of the following:

- Click the Last Page button  in the toolbar.
- Press the End key.
- Choose View > Last Page.

### **To jump to a specific numbered page:**

Choose one of the following:

- Click the page number box in the status bar at the bottom of the main window, type the page number, and click OK. ➤



- Choose View > Go To Page, type the page number, and click OK.
- Drag the vertical scroll bar up and down until the rectangle to the left of the scroll bar displays the number of the page to which you want to jump.

### **To move one screenful at a time:**

- Press the PageDown key, Enter, or Return to move forward.
- Press the PageUp key, Shift+Enter, or Shift+Return to go back.


Use the horizontal scroll bar in the status bar to scroll the page right or left. ■



## Browsing with bookmarks

Bookmarks can mark parts of a document for quick access, link to page views in other documents, link to the Web, play a movie or sound, enter an article, and reset or submit a form.

### **To jump to a topic by using its bookmark:**

**1** Click the Bookmarks and Page button  or choose View > Bookmarks and Page to display bookmarks in the overview area. If a triangle appears to the left of the bookmark, click the triangle to show or hide subordinate bookmarks.



**2** To go to the destination specified by a bookmark, click the bookmark text or double-click the page icon to the left of the bookmark name. A bookmark can also change the page view, play a movie, reset a form, or perform other actions.



## Following links

Links can connect parts of a document, jump to other PDF documents, open another application file, go to a location on the Web, play a movie or sound, enter an article, hide or show an annotation, import form data, and reset or submit a form.

### To follow a link:

**1** Move the pointer over a linked area. The pointer changes to a pointing finger  when positioned over a link. The finger pointer  displays a *W* when moved over a Weblink.

**2** Click to follow the link. Clicking a link can also change the page view, play a movie, reset a form, or perform other actions.

**Note:** *A Web browser must be chosen in your Weblink preferences to follow a Weblink. See [Setting Weblink preferences](#) for more information.*



## Retracing your steps

The Go Back button traces your viewing path through a document or series of documents. You can go back up to 64 views. Go Back will reopen closed documents if necessary.

### **To retrace your viewing path:**

- Click the Go Back button ◀◀ or choose View > Go Back to return to the previous page, document, or magnification level.
- Click the Go Forward button ▶▶ or choose View > Go Forward to reverse direction and return, one view at a time, to the view where you first used Go Back.




## Finding words

Use the Find command to find part of a word, a complete word, or multiple words in the active document.

To search across documents that have been indexed with the Acrobat Catalog program, use the Search command instead of the Find command.

### To find a word:

- 1 Click the find tool , or choose Tools > Find.
- 2 Choose any combination of the following options, or none of them:
  - **Match Whole Word Only** specifies ignoring words that are contained within the text you enter. For example, the word *stick* would not be highlighted if you chose the word *sticky* to find. ➤



- **Match Case** specifies finding only those words that contain exactly the same capitalization as you enter in the Find dialog box.

- **Find Backwards** specifies starting from the current page and searching backwards through the file. Find Backwards is helpful if you want to find a term you passed earlier in the document.

**3** In the Find What text box, enter the text to be found and click Find. When the program finds the text, the Find dialog box closes and the page containing the text is displayed with the text highlighted.

**4** To find the next occurrence of the word, press Ctrl (Windows and UNIX) or Command (Macintosh) +G, or reopen the Find dialog box and click Find Again. With Windows, pressing F3 also finds the next occurrence of the word. You will be prompted to loop around to the beginning of the document if you start the process on any page other than the first page. ■